



# Affiliate Manual



**Missouri Department of Health and Senior Services  
Bureau of WIC and Nutrition Services  
Program for Dietetic Interns**

**2015-2016**

## **Do you remember your dietetic internship or supervised practice experience?**

Most of us do and the memories we cherish most are of special people - the RDs who helped us learn, grow and some days just survive! Without a doubt, our internship preceptors served as teachers, mentors, and role models. Though we may not have told them, they influenced our lives and our careers in countless ways. Truly, our preceptors "made" our internship program.

The interns selected for the Program for Dietetic Interns (PDI) at the Missouri Department of Health and Senior Services (DHSS) have undergone an application and review process for admission to our program. Our goal is to select interns who are committed to becoming Registered Dietitians and who have:

- Developed the ability and willingness to assume considerable responsibility for their own learning;
- Demonstrated the ability to solve problems and work and communicate effectively with others;
- Demonstrated a commitment to community/public health nutrition.

The Dietetic Interns know that the DHSS PDI is an intense program and will involve a large time commitment. The interns know the hours of the PDI are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, but will vary from day to day, and from rotation to rotation. In addition, time must be devoted to assignments that are due at intervals throughout the internship.

The internship schedule requires *40+ hours of supervised practice each week* (unless didactic class time is scheduled) and interns are expected to attend to personal agendas during off-duty time. The intern is expected to schedule time to accomplish all course and practicum responsibilities and assignments by the posted deadlines. During rotations, days off and scheduled hours will vary and are subject to change to accommodate facility requirements. Since many Food and Nutrition Services are provided to hospitalized patients and clients with varied schedules, Dietetic Interns should expect to be scheduled for duty on Saturdays, Sundays and during holidays and vacations including early and late shifts (as early as 5:30 AM and as late as 10:00 PM). For this reason, interns are aware that they must check with their preceptor regarding the next day's schedule prior to going off duty.

Site Preceptors will inform interns of their scheduled meal times, which will vary with individual units, scheduled duty hours and daily operational needs. Work for which interns are responsible must be completed prior to going off duty. When in doubt as to priorities or if difficulty is encountered in completing assignments and responsibilities, interns will report to and consult with their preceptor before leaving the unit or facility.

Occasionally, we are asked about interns working on projects off-site from the affiliate site, whether due to weather conditions or other issues. Should this potential need occur, please feel free to discuss with Michele or me.

The DHSS staff and I look forward to partnering with you as we prepare the next generation of dietetic professionals.

Sincerely,

*Vicki Strickland*, MA, RD, LD, Nutrition Specialist  
Program Director – PDI  
Missouri Department of Health and Senior Services

## Introduction

Welcome to the Missouri Department of Health and Senior Services Program for Dietetics Interns (PDI). This manual is designed to provide you with information about our internship program and will outline and define the program's goals, policies and procedures.

The internship program has been specially designed to provide the dietetic intern with public health nutrition, clinical and management experiences in a variety of settings including: Missouri Department of Health and Senior Services (DHSS), other state agencies, local health agencies, hospitals, long-term care facilities, schools, and others.

The dietitians on staff in the DHSS and affiliate sites will help facilitate the interns' learning experiences to enhance and foster their professional growth and development. Public health nutrition is a unique and rewarding experience that awaits them.

## The Program for Dietetic Interns (PDI)

The Missouri Department of Health and Senior Services' Program for Dietetic Interns (PDI) Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics,  
120 South Riverside Plaza, Suite 2000,  
Chicago, IL 60606-6995, 312.899.0040, ext. 5400  
[Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)

Graduates will be eligible to take the Registration Examination for Dietitians upon successful completion of the program.

Supervised practice experiences may be provided at the following types of sites:

- Missouri Department of Health and Senior Services
- Local Health Agencies
- Missouri Department of Elementary and Secondary Education
- Missouri Department of Corrections
- University of Missouri Extension Service
- School Food Services
- Hospitals
- Long-term Care Facilities
- Other Health Care Facilities

## Program Mission

The Missouri Department of Health and Senior Services Program for Dietetic Interns (PDI) was established in 1999 to help meet the demand for skilled dietetic professionals in public health and community-based programs in Missouri. The **mission** of the PDI is "To provide training in competency skills for entry-level dietitians in public and community health." It was with this mission in mind that the PDI was designed to meet the needs of the non-traditional intern, especially those currently working in the Missouri WIC program.

## **Program Goals and Outcome Measures:**

**Goal 1:** The PDI graduates will be competent entry-level public health/community-oriented dietetics practitioners.

- Twelve to eighteen months after completing the PDI, employers will rate 90% of the graduates as “good” or “excellent” in “Nutrition care skills” and “overall work performance and potential as a dietitian”.
- The most recent graduates will pass the registration examination:
  - a) 80% on the first attempt in a 5-year period, and
  - b) 90% will pass in a one-year period
- 90% of interns enrolled in PDI will complete program requirements within 150% of the time planned for completion (i.e., 13½ months).
- 90% of graduates will respond they were able to advance their career, increase their salary or obtain a position due to completion of the PDI/obtaining RD.

**Goal 2:** The PDI graduates will provide dietetics services to the population of Missouri.

- 50% of PDI graduates will be employed in public health/community nutrition in Missouri within one year of graduation
- 25% of PDI graduates will work in areas of the state, such as southern Missouri and northern Missouri, with dietetic professional shortages within one year of graduation
- 50% of PDI graduates will continue working in the field of public health/community nutrition 5 years post-credentialing

**Goal 3:** The PDI Graduates will become leaders and lifelong learners in the profession of nutrition and dietetics.

- 50% of PDI graduates will come from one or more of the following categories when selected to the PDI: State and local public health nutrition positions; Missouri didactic program; Missouri residents
- 80% of PDI graduates will maintain membership with AND or other nutrition-related organizations such as APHA, AHA, etc.
- 50% of PDI graduates are willing to become preceptors in the next 5 years

## **Program Completion Requirements**

Program completion requirements include:

1. Completion of a minimum of 1,200 supervised practice experience hours as specified.
2. Completion of all scheduled Supervised Practice Experiences with an Evaluation rating of 75% or above.
3. Completion of required competencies.
4. Successful completion of all assignments, presentations and projects.
5. Successful completion of all didactic classes and passing exams and assignments with a minimum grade of 75%.
6. Attendance at all Program for Dietetic Interns meetings and classes.
7. Completion of a RD practice exam or review course (live training or on-line) prior to receiving their dietetic internship verification statement.

An Official Verification of Completion enabling the graduate to establish eligibility to take the Registration Examination for Dietitians will be provided by the program director after all requirements for program

completion have been verified. Registration and State Licensure can be obtained upon completion of the program and successfully passing the Registration Examination for Dietitians.

Information on dietetic registration, certification and state licensure may be obtained at <http://cdrnet.org/certifications/>.

### **The Credentialing Process**

The successful completion of a dietetic internship is an important step to becoming a Registered Dietitian. After successfully completing the MDHSS Program for Dietetic Interns and receiving a verification statement, the internship graduate will be qualified to take the Registration Exam to become a Registered Dietitian. Once the internship graduate passes the Registration Exam, he or she is qualified to work as a Registered Dietitian in a variety of settings, including Community Nutrition, Clinical Nutrition and Food Service Management. Licensure is required in the state of Missouri and must be obtained in order to work as a Registered Dietitian in Missouri. Continuing education participation is mandatory for maintenance of registration. Dietitians must accumulate 75 hours of approved continuing education every 5 years.

### **Program Concentration**

The program concentration for the PDI is public health/community nutrition. All PDI interns meet the required public health/community nutrition competencies by completing 1 week of community supervised practice that takes place during their community rotation block.

The competencies for the concentration are:

- Manage nutrition care for population groups across the lifespan.
- Interpret and apply community-based research.
- Conduct projects using appropriate research methods, ethical procedures and data analysis.
- Provide culturally appropriate client education.